

Rules & Guidelines

1. Usage Access regulations

1. Access to platform's equipment is only allowed for registered users who had instructions for laser safety and training for instrument usage. The users must sign a declaration, confirming their awareness of the risks working with class 3B and 4 laser light sources, but also their understanding about all the rules and guidelines of the facility.
2. Only the coordinator of the platform is entitled to provide user training. Training of new users by other users is not allowed and will not be considered valid.
3. The leader / supervisor of the user needs to provide a written acknowledge for the regulations of the facility (current document).
4. Inactivity of an account for more than 3 months could potentially result in a withdraw of access for the specific instrument. In such a case a new introduction for the user is needed.
5. The microscopy room is classified as S1/S2 laboratory space and is subject to the official security regulations. All users are responsible of having the proper biosafety introduction before they are entitled on using the imaging platform.

2. Booking

1. Authorised/trained users will have access to an online booking calendar and they will be able to book their imaging slots according to instructions. The users will be able to create new bookings but they will not be able to modify them (the first 30' after the creation a modification is possible).
2. Booking outside of normal working hours, holidays or during the absence of the coordinator is permitted only for experienced and advanced users. See §7 for more details.
3. Any cancellation of a booked slot will happen by the coordinator upon a written request (email) at least one working day before the booked slot.
4. Last minute changes of a booked slot (e.g. early termination or extension of a slot) needs to be reported to the users' mailing list (cigl-iu-users@lists.uni-giessen.de) and to the coordinator immediately, otherwise these changes will not be considered valid.
5. During normal working days and times, the users will need to book one of the pre-defined time slots: 08:30-11:30, 11:30-13:30, 13:30-16:30.
6. Any user failing to show up within 30 minutes of their sign-up time may lose their time slot to another user.
7. Over-booking of the instrumentation should be avoided. The platform reserves the right to apply certain restrictions in booking duration per user/group especially for overbooked instruments and/or when the above-mentioned rules are not applied.
8. The coordinator of the platform reserves the right to block, delete or modify booked slots due to failure, maintenance, QC of the system, or due to any other reason essential for the instrumentation and the general functionality of the platform.

3. Personal and Usage Data Protection

1. Computers' administrative accounts will have access to all the data stored at the infrastructure of the Platform. Access to any login information of the users is not possible. The users are encouraged to use strong passwords and always change the initial passwords generated by the coordinator.
2. Scientific data produced by and stored at the infrastructure of the platform belongs to the users and their supervisors. Usage of this data by the coordinator can only be possible upon the written consent of the owner of the data.
3. The users' booking information can be used and shared by the coordinator for the usage statistics of the platform or for regulating the overall function of the facility.
4. Activity data from the usage of the platform (e.g. login/logoff time and duration, PCs activities, actions of acquisition software etc) are stored in log files and can be retrieved, used and shared at any time by the coordinator of the platform.
5. Room access data can be potentially retrieved by the coordinator of the platform.

4. Equipment

1. All equipment is to remain in the rooms and setups they are intended for. Changing lenses, filters etc. is strictly prohibited. If necessary, this is only done by the coordinator.
2. Users should use the equipment with care and in accordance with the instructions of the coordinator. In case of doubts, they should ask for assistance.
3. In case of potential damage to the systems due to inappropriate usage (i.e. chemical or mechanical damage to the optics or other parts of the system), the coordinator is obliged to intervene and stop the experimental session(s) immediately.
4. Users are responsible for keeping the equipment (lenses, microscopes' stages etc) clean according to the introduction guidelines.
5. Repair/replacement costs resulting from negligence and/or misuse of instruments despite the clear instructions of the instructor may be charged (in full or partially) to the users' department or group.
6. If the user happens to be the first or/and the last user of the day, is also responsible on switching on or off the system.
7. Special applications requiring rearrangement of equipment setups are possible on a case-by-case basis and as time permits. These applications must be first discussed with the coordinator.
8. Malfunctioning equipment should be reported immediately in written (email).

5. PCs and data storage

1. The usage of USB drives on all the PCs of the Multiscale Imaging Platform is not allowed and restricted.
2. Every authorised user will have a separate user account for the PCs controlling the microscopes. Sharing of these accounts with others is prohibited and will result in termination of access to the platform.
3. The users are allowed to save their acquisitions on the microscopes' computers but only for short periods. They should transfer their data on the local dedicated file server, or on the file servers of their department/WG or on OMERO as soon as possible! Data stored on the microscope computers might be removed without previous notice, when there is a special need.
4. Data transfer time or image post-processing is part of the booked slot duration.
5. The data management infrastructure (local file server and OMERO) are only used for image data acquired by the instruments of the platform. Storing data from other imaging systems, or irrelevant techniques is not allowed and can be discarded without any previous notice.
6. The platform and the coordinator are not responsible for backing up or retrieving any data acquired. However, special data management workflow is provided with the use of OMERO server. (Information available at a separate document).

6. Room Access (normal working hours: working days 08:30 am until 16:30 pm)

1. Access into room 19 and permission to use the microscope(s) will be granted only for properly trained users. Entrance of unauthorised persons is strictly prohibited. Sharing of room access with others is not allowed and could lead to a termination of access!
2. Only the user listed at the online calendar is allowed to unlock the room and operate the booked instrumentation. Using the instruments (even for short periods) without a booking or the written consent of the coordinator is strictly not allowed and can lead to termination of access.

7. Special Room Access (outside of normal working hours, weekends and holidays)

1. Upon a written request by the supervisors of the users and the consent of the coordinator of the platform, a special room access can be granted to advanced and experienced users.
2. A special room access can be revoked at any time depending on the overall conditions, the experience level or non-compliance with the access rules. The coordinator needs to give a written notice to the user and the supervisor at least one week before.
3. For users working outside of normal working hours, their supervisors have the responsibility to establish rules according to the work-safety officers, ensuring that first-aid is provided at all times and there is always a second person close by.
4. The room needs to remain locked when no user is inside (even for short periods of time). It's the users' responsibility to lock the room by the end of their slot.